

MEMORANDUM

DATE: March 24, 2020

TO: All FMFCD Employees

FROM: Alan Hofmann
General Manager-Secretary

SUBJECT: COVID-19 Work and Leave Guidelines

While we are in this mode of self-quarantine and social distancing to help alleviate the spread of COVID-19, I thought I should outline some guidelines for you to follow as we continue to perform our expected District work. On Friday, March 20, 2020, we began to transition into a reduced work force at the office and sent some of you home to work or home to assist in the staffing reduction in the office. As we begin this work week, the City of Fresno has already called back employees to resume work or take annual leave if they desire to stay home. We have not made that determination yet, but it is important that if you are away from the office, during what would normally be your work schedule, that you continue to be productive for the District if you have the ability to work from home.

Immediately, I am implementing the following work guidelines for all employees that are away from the office.

- If you are not in the office and are working from home or on COVID-19 leave, contact your supervisor each day to let them know you are okay and touch basis on what you are working on or if things have changed. This can be done by phone or email.
- If you were asked to stay out of the office for reduction of work force, check with your supervisor to see if there is work that you can pick up and take home to work on or help organize.
- Before you leave the office, let the front desk know if you will be out of the office the next day, so they can keep track of whose here and who is gone. In some cases, the office may need to contact you at home to notify you of calls that may need to be returned, based upon the importance of the call and what its regarding. While working at home, you are required to answer and return these calls.
- If you are at home on COVID-19 leave, the office should be able to contact you at the number or email address you have provided and you should be able to return to work within a two (2) hour time period should your assistance be needed at the office.

In regards to Annual Leave usage:

- Instructions have been given as to the COVID-19 or work at home codes to use for your time away from the office,
- If you requested Annual Leave prior to the current COVID-19 schedule changes we have made, those leave requests will be honored. Changes will not be allowed due to the COVID-19 schedule. If you had a personal reason to need to be away and use annual leave, the COVID-19 leave should not be used, even if you're home. If you no longer need to use the annual leave and your personal reason has changed due to COVID-19, this should be reported to your supervisor, who will assign work tasks or modify your work day to utilize you for District work on those days.
- Tuesday, March 31 is a Holiday and the office will be closed. For those employees that desire to be off on Monday, March 30, 2020, please let your supervisor know and make the request with

iSolved. The use of COVID-19 leave does not substitute for annual leave if you intended to take the day off. The requests on iSolved will be honored and you should contact your supervisor to make a change if you desire to work on the 30th. If you are currently scheduled to be off that day with COVID-19 leave, you are expected to be working at the office or from home. Contact your supervisor for direction on the location you will be working on that day, unless you are using Annual Leave.

We have done our best to create a work schedule that accommodates the CDC instructions and Governor Order. Should you have concerns about your schedule or being in the office, please contact your supervisor. The work of this agency must continue and I thank all of you for your diligence in maintaining the work/virus balance. Should you desire to be away from the office and not be part of the work force at this time, your annual leave is available for use.

Please continue to practice the CDC Guidelines for social distancing, cleanliness, travel and contact with other persons. Remember, you are protecting both your family and those that you might come in contact with.

I have implemented these guidelines to insure that during this period of time, when there has been a significant disruption to the work schedule, we are maintaining good work practices and not misusing the COVID-19 leave. We need to continue our strong work ethics during this period. It is not a time to misconstrue the COVID-19 leave as a substitute for Annual Leave.

I want to thank you for your efforts to reduce the spread of COVID-19 and understanding the need for flexibility in your work habits during this time. Please know that this is a first for both the Nation and our agency. We will return to normal. Hopefully, in a short amount of time.

Sincerely